

July 1901

SPECIAL NOTICE.

The mass of material required to be handled in the Copyright Office has assumed large proportions. During the fiscal year 1899-1900 more than one hundred thousand titles for copyright were received and considered. Out of this number 94,798 actual entries were made. In the case of several thousand applications the entries desired were not permitted by the copyright law and the fees (amounting to \$6,384.15) were returned to the senders by check in each case. Twenty-four thousand and seventy copyright certificates were written, revised, and mailed. More than sixty thousand letters were received, and over one hundred and two thousand separate pieces of mail matter were sent from the Copyright Office during the fiscal year 1899-1900.

One hundred and forty-one thousand four hundred and forty-four articles (books, periodicals, musical compositions, maps, photographs, engravings, etc.) were received, acknowledged, dated, numbered, credited, and catalogued, more than one hundred and twenty-two thousand catalogue cards being made for this purpose.

These figures give some idea of the amount of detail work required to be done in the Copyright Office. It is earnestly desired to handle all copyright matter with such care and method that the business intrusted to the office shall be executed with correctness and reasonable dispatch. The clients of the Copyright Office can aid in expediting their copyright business by acquiescing in the following suggestions:

1. Remit only the EXACT FEE required by law, as stated in the Fee Circular and "Directions."

2. Send no fees in coin, bills, or postage stamps, but remit, preferably, by money order, express order, or—upon arrangement with the Register of Copyrights—by check.

3. Send no remittance unaccompanied by TITLE and proper application for copyright, with a clear statement of the name and address of the remitter, and how it is desired the money should be applied.

4. Send no remittance, or stamp, or stamped envelope for return postage.

5. Send no article for DEPOSIT without marking upon *the article itself* (not the wrapper) the name and address of the sender.

6. Send no article, such as a photograph, engraving, or chromo, without marking upon it a title or name, and a distinguishing mark or number, if more than one article bears the same title.

7. If a receipt for deposit is required, send a filled-out receipt form WITH THE ARTICLE, *not in separate envelope*.

8. Having complied with the law in sending two copies, *do not make duplicate deposits*. They are useless so far as protecting the copyright is concerned, and considerable time is lost in making the examinations necessary to determine that they are duplicates.

9. SEND APPLICATION, TITLE, FEE, AND, WHEN POSSIBLE, (THE TWO COPIES IN ONE PARCEL. By using the addressed franking label no postage need be paid, and the parcel will not be subject to any limit of weight or size.

10. In case of doubt as to any point connected with the filing of applications for registration, as a preliminary to obtaining copyright, a letter of inquiry may profitably precede the formal application, upon receipt of which the office will be glad to answer any questions asked, and to render any service possible.

DIRECTIONS FOR REGISTERING COPYRIGHTS.

TO WHOM APPLICATION FOR COPYRIGHT SHOULD BE MADE.

All correspondence regarding copyright business and all articles forwarded in relation to copyright should be addressed: "THE REGISTER OF COPYRIGHTS, LIBRARY OF CONGRESS, COPYRIGHT OFFICE, WASHINGTON, D. C."

Address Register of Copyrights.

Addressed labels, which can be used for all copyright business without the payment of postage, can be obtained upon request.

Addressed labels.

Please do not send any stamps or stamped envelopes for return postage, as all mail matter sent from the Copyright Office, addressed to any part of the United States (including Alaska, the Philippines, and Hawaii), Canada, and Mexico, is carried without postage under Government frank. Also, please do not send any remittance to pay for blanks or circulars of any kind, as they are furnished without charge upon request.

Do not send return postage.

Send no money for circulars, etc.

APPLICATION FOR COPYRIGHT REGISTRATION.

It is highly desirable that each application for copyright entry shall be so made that the law is strictly complied with, so that no question can arise as to the validity of the entry recorded. Also, that the application shall be in such a form that the Copyright Office can, upon its receipt, promptly make the entries desired, and thus avoid delay through the necessity for correspondence.

Application for copyright.

To aid in accomplishing this, the Copyright Office prepares application forms, which should be used in all cases in accordance with the directions for filling them up, printed on the blanks. The forms will be furnished upon request. The forms are made as simple as the law will allow, and it is desirable that all the information asked for shall be supplied.* The following information called for in the blanks is necessary, and without it no entry of title can be made:

Application forms.

1. The application must state the nature of the article for which copyright is desired—i. e., whether it is a book, periodical, map, drama, musical composition, engraving, photograph, lithograph, chromo, or a

Application must state nature of article.

* See pages 6 and 7 for wording of the application forms.

Articles subject
to copyright.

Chart.

Engraving, cut,
and print.

Design and
model.

Dramatic composi-
tion.

State where arti-
cle is printed or
made.

State nationality
of author.

Author of for-
eign nativity, but
legal resident of
United States.

painting, drawing, or statuary. The classes of articles named in the copyright statutes as subject to copyright are printed on the application blanks and no article can be registered in the Copyright Office which can not be classed under one or the other designation used in the law to indicate the articles subject to copyright protection. Indefinite designations, such as "publication," "reproduction," "picture," "work of art," etc., should not be used. The term "chart" should only be used to indicate some form of map, and not in its ordinary sense in referring to printed matter spread out upon a sheet. Such articles should be described as BOOKS. The words "engraving," "cut," and "print" are understood to mean only a work of art, and the articles which they designate are subject to copyright registration in the Copyright Office, Library of Congress, only when they are articles sold or exchanged for their artistic value. The term "print" should not be used to designate something merely printed. The terms "design" and "model" should only be used to designate a distinctly artistic production. If only the *words* of a song are desired to be protected, the application should be made out for a "book;" if protection is desired for both words and music, application should be made for a "musical composition." Do not apply for entry of a "comedy," a "drama," or a "farce," or use any similar differentiating term, but in all cases use the statutory designation "dramatic composition."

2. When application is made for a book, chromo, lithograph, or photograph, it is necessary to state where the article is printed or made, or whether it is printed or made, or to be printed or made, in the United States.

3. It is not necessary to state the name of the author if it is desired to keep the book or other article anonymous, but the *nationality* of the *author* of any literary, dramatic, musical, or artistic work is required in order to determine the fee to be charged, and also to determine whether the article, in the case of a foreign work, is the production of a citizen of some country to the subjects of which country the privilege of copyright in the United States has been extended.

In the case of an author who is a native of a foreign country but a *legal or permanent resident* of the United States, that fact should be stated, or the citizenship should be given as of the United States. If the author

is of foreign nativity but has declared his intention to become a citizen of the United States, that fact should be stated.

4. An entry of copyright claim can not be made unless the application for such entry contains a distinct statement *in whose name* the claim of copyright is to be registered. The Copyright Office can not *infer* from the form of application who is the intended claimant. The application must distinctly state the full name and address of the person who claims to be the proprietor of the copyright. No entry can be made in a fictitious name, such as a *nom de plume* or pseudonym. The *real* name of the claimant should be stated. Not only does the law require that the real name of the copyright claimant shall be printed in the notice of copyright which it is obligatory to print upon each copy of any article copyrighted, but it also requires that the name of the copyright claimant shall be printed in the catalogue of copyright entries. If an author desires to preserve his anonymity and to avoid putting his name on record, he should arrange to have some other person make the copyright entry in such person's name as "proprietor," under an arrangement with himself as author. Entry may be made in the name of a firm, of a corporation, or trustee, or in two or more names as joint authors or proprietors.

State name of claimant.

Nom de plume or pseudonym.

Real name of claimant must be stated.

Firm or corporation name may be used.

5. The blank should be filled up to state whether the copyright is claimed as *author* or as *proprietor* of the work whose title is recorded.

State whether author or proprietor.

One application form will serve for a number of titles, provided the information called for on page 1 of the blank is equally applicable to each title. In case, however, the titles are typewritten on page 3 of blank "A," a space of 1½ inches should be left after each title, and no more be put upon each page than will allow this space, which is required for receiving the date and number stamp which pertains to each title.

One application will serve for several titles.

Application form A is to be used only for the following articles: Book; Periodical; Musical composition; Dramatic composition; Map or chart; Engraving, cut, or print; Chromo or lithograph; Photograph.

Application forms.

Application form B is to be used only for the following productions: Painting; Drawing; Statue; Statuary; Model or design intended to be perfected as a work of the fine arts.

APPLICATION FOR COPYRIGHT REGISTRATION.

FORM

A

FOR WORKS
MULTIPLIED BY
MECHANICAL
MEANS.

Date,

To the Register of Copyrights,
Washington, D. C.:Inclosed find \$..... cents in money order, which you are requested to apply
as follows:

- (a) As the statutory fee for recording the accompanying title, \$..... cents.
 (b) As the statutory fee for a copy under seal of such record (Certificate), fifty
 cents.

Name, in full, and address of applicant.

Name,

Street and Number,

Town and State,

Please read the following directions with care and fill in the required information
with exactness in order to avoid delay in your copyright business.

1. Use only one of the other of these eight designations: 1—BOOK (if literary composition, in prose or verse, including newspaper article, magazine contribution, serial story, or single poem); 2—PERIODICAL; 3—MUSICAL COMPOSITION; 4—DRAMATIC COMPOSITION; 5—MAP or CHART; 6—ENGRAVING, CUT, or PRINT; 7—CHROMO or LITHOGRAPH; 8—PHOTOGRAPH.

USE NO OTHER TERMS THAN THE ABOVE.

2. Write full name of person in whose name as "Author," "Designer," or "Proprietor" the claim of copyright is to be recorded, and state residence.

The notice of copyright on every copy of the article must have name of claimant printed in exactly the form written here.

Copyright,, by,
 (Here insert year.) (Here insert full name of claimant.)

3. Write an abbreviation of the accompanying printed title, sufficient to identify the latter.

One blank will serve for more than one title if the information asked for on pages 1 and 2 of the blank is equally applicable to each title.

4. If a Book, Chromo, Lithograph, Photograph, or Periodical, state in what country the article is to be printed or produced.

This information is not obligatory in the case of other copyright articles, but is desirable.

5. If the author, composer, or designer is living, state citizenship and residence; if dead, state nationality. If naturalized citizen, so state.

It is not necessary to divulge the name and residence of any author who is not also the claimant of the copyright. It is obligatory to indicate the NATIONALITY. The meaning of the word "nationality" in this case is the country to which the applicant now owes allegiance by birth or naturalization.

6. State whether copyright is claimed as Author, Designer, or Proprietor.

Write in one only of these three legal designations, and use no other term or terms.

7. State, if desired, specifically upon what copyright protection is claimed, e.g., "Preface," "Notes and Explanations," "Illustrations," "New matter added to new edition," etc.

8. Give name of person to whom reply is to be sent, together with full address.

1. NATURE OF ARTICLE.

.....

2. NAME OF CLAIMANT OF COPYRIGHT, AND RESIDENCE.

Name,

.....

.....

.....

Residence,

.....

3. TITLE OF WORK.

.....

4. COUNTRY IN WHICH THE ARTICLE IS TO BE PRINTED OR PRODUCED.

.....

5. NAME OF THE AUTHOR AND OF THE COUNTRY OF WHICH HE IS NOW A CITIZEN OR SUBJECT.

Name,

[May be withheld if desired.]

Residence,

[May be withheld if desired.]

Nationality,

(Name of
country of
which he is
now a citizen
or subject.)

[MUST BE GIVEN.]

6. FORM OF CLAIM.

.....

7. SPECIFICATION OF NATURE OF CLAIM OF COPYRIGHT.

.....

8. NAME AND ADDRESS TO WHOM REPLY IS TO BE MAILED.

Name,

Address,

DIRECTIONS FOR REGISTERING COPYRIGHTS.

7

APPLICATION FOR COPYRIGHT REGISTRATION.

FORM

B

ORIGINAL
WORKS OF
ART.

Date,

To the Register of Copyrights, Washington, D. C.:

Inclosed find \$..... cents in money order, which you are requested to apply as follows:

- (a) As the statutory fee for recording the accompanying description, \$..... cents.
- (b) As the statutory fee for a copy under seal of such record (Certificate), fifty cents.

Name, in full, and address of applicant.

Name,

Street and Number,

Town and State,

Please read the following directions with care and fill in the required information with exactness in order to avoid delay in your copyright business.

1. Use only one of these five designations: 1—PAINTING; 2—DRAWING; 3—STATUE; 4—STATUARY; 5—MODEL or DESIGN INTENDED TO BE PERFECTED AS A WORK OF THE FINE ARTS.

Do NOT USE NO OTHER TERMS THAN THE ABOVE.

2. Write full name of person in whose name as "Author," "Designer," or "Proprietor" the claim of copyright is to be recorded, and state residence.

Do NOT The notice of copyright on every copy of the article must have name of claimant marked in exactly the form written here.

Copyright,, by,
(Here insert year.) (Here insert full name of claimant.)

3. Write here an abbreviation of the accompanying title, sufficient to identify the full description required to be written below.

Do NOT One blank will serve for more than one title or description if the information asked for on pages 1 and 2 of the blank is equally applicable to each.

4. If the author, artist, or designer is living, state citizenship and residence; if dead, state nationality. If naturalized citizen, so state.

It is not necessary to divulge the name and residence of any author, artist, or designer who is not also the claimant of the copyright, but it is OBLIGATORY TO INDICATE THE NATIONALITY OR CITIZENSHIP.

5. State whether copyright is claimed as Author, Designer, or Proprietor.

Do NOT Write in one only of these three legal designations, and use no other term or terms.

6. Give name of person to whom reply is to be sent, together with full address.

1. NATURE OF ARTICLE.

.....

2. NAME OF CLAIMANT OF COPYRIGHT, AND RESIDENCE.

Name,

Residence,

3. TITLE OF WORK.

.....

4. NAME AND NATIONALITY OF AUTHOR, ARTIST, OR DESIGNER.

Name,

[May be withheld if desired.]

Residence,

[May be withheld if desired.]

Nationality, or }
Citizenship. } [MUST BE GIVEN.]

5. FORM OF CLAIM.

.....

6. NAME AND ADDRESS TO WHOM REPLY IS TO BE MAILED.

Name,

Address,

DESCRIPTION.

Write or typewrite here a brief description of the PAINTING, DRAWING, STATUE, STATUARY, or MODEL OF DESIGN INTENDED TO BE PERFECTED AS A WORK OF THE FINE ARTS. The description must, however, be sufficiently full to completely identify the article.

FILING THE TITLE.

Printed or typewritten title must be filed.

The first step to be taken in order to secure copyright protection, according to law, is the transmission to this office of *a printed copy of the title of the book or other article.* (Revised Statutes, section 4956.) The copying of such title page into the record books of the Copyright Office becomes the recording of the claim of copyright. The requirements of the statute are definite, and it is incumbent that they shall be exactly complied with. If, therefore, no title is sent, no entry can be made.

Formal application should be made.

Formal application for copyright should be made by filling up the application blank in accordance with the directions printed on it and mailing it with the required fee, addressed: **THE REGISTER OF COPYRIGHTS, COPYRIGHT OFFICE, LIBRARY OF CONGRESS, WASHINGTON, D. C.** The application should always be accompanied by a title page. Preferably a *printed* title of the book or other article should be sent; or, in lieu thereof, a third copy of the article. But if this can not be done, the title should be *typewritten* on page 3 of the blank, and should be worded exactly as it is proposed to print the title of the published book, or other article. The copyright law distinctly requires the filing of a "printed" title, and if a typewritten title is sent it is accepted at the risk of the sender. *Written titles can not be accepted.* Sending two copies of a book or other article is not a compliance with the requirement of the law that a title and two copies are to be sent, but three copies will serve, if such copies bear the printed title.

Printed title should be sent.

Music titles.

In the case of music, preferably the *printed title cover* of the music should be sent when this contains a complete title, with names of author of the words and composer of the music; or, in lieu thereof, a *third* copy of the piece of music. But if this can not be done, the complete title should be *typewritten* on blank page of the application form. If several typewritten titles are to be sent with one application, they can be put upon page 3 of the application blank, 1½ inches apart, so as to allow the date and number stamp to come between. Typewritten titles are accepted upon the sole responsibility of the sender.

In the case of music published and sold in different editions *arranged for different instruments*, the title of each arrangement should be forwarded for record, and should be a complete printed title distinctly denoting the arrangement or instrumentation. In such cases, it is the name and nationality of the author of the arrangement, not of the original composer of the music, which should be stated. In the case of musical compositions published in various keys the prudent course, also, is to register the title of each separate edition of the music printed, with a statement of the key.

Arrangements of music.

In the case of a painting, drawing, statue, statuary, or a model or design for a work of the fine arts, in lieu of, or in addition to the title, if there is one, a description is required to be sent, and a photograph to be filed. This photograph is required for identification, and should be a photograph taken directly from the work of art, and not a print, half-tone, photographure, or any other kind of reproduction.

Original works of art.

For any of these productions use Application form B.

Great care should be taken to send the required title or description for record *before the publication* or distribution of any copies of the article which it is desired to copyright. The law states explicitly (section 4956, Revised Statutes) that "*No person shall be entitled to a copyright unless he shall, on or before the day of publication, in this or any foreign country, deliver at the office of the Librarian of Congress, or deposit in the mail within the United States, addressed to the Librarian of Congress, at Washington, District of Columbia, a printed copy of the title of the book, map, chart, dramatic or musical composition, engraving, cut, print, photograph, or chromo, or a description of the painting, drawing, statue, statuary, or a model or design, for a work of the fine arts, for which he desires a copyright.*"

Title must be filed before publication.

DATE OF REGISTRATION OF TITLE.

All titles are recorded under the date of their receipt in the Copyright Office. This course is obligatory, and requests to give dates to the title records anterior to actual receipt of titles can not be acquiesced in. If, for special reasons, it is desired to have a title recorded on a certain date, it is incumbent on the

Date of registration.

person sending it to forward title and proper application sufficiently early to insure their receipt at the Copyright Office on or before the date named.

Legal holidays.

On such days as by law are legal holidays in the District of Columbia, the Copyright Office is not open and no registrations are made. In arranging for days of simultaneous publication these days or dates should be avoided. The following are legal holidays under which dates no entries will be made: The first day of January (New Year's day), the twenty-second day of February (Washington's birthday), the fourth day of March (each fourth year, Inauguration day), the thirtieth day of May (Decoration day), the fourth day of July (Independence day), the first MONDAY in September (Labor's Holiday), the twenty-fifth day of December (Christmas day). In addition, any day appointed or recommended by the President as a day of public fast or thanksgiving, becomes a legal holiday on which date no registrations are made. The last Thursday in the month of November is thus appointed Thanksgiving day, and no copyright entries are made on that day. In case any one of these holidays falls upon Sunday, the next succeeding Monday is considered the legal holiday, on which date no registrations are made.

WORKS IN MORE THAN ONE VOLUME.

Each volume requires separate entry.

Each number of a periodical requires separate entry.

In the case of works published in parts or volumes, the title of each part or volume should be recorded as if an independent work. Of newspapers, magazines, or other periodical publications, the title for each number, *distinguished by volume, number, and date*, is required to be filed as if it were a distinct work.

Each variation requires separate entry.

Each pose of photograph requires separate entry.

In the case of engravings, photographs, or other articles published with variations, or music in different arrangements, a title is required to be recorded for each variety, and must be so worded as to clearly differentiate the different editions or issues. Each pose, in the case of a photograph, requires separate entry under some distinguishing title, number, or mark.

Regarding the registration of periodicals, see page 17.

WHO CAN APPLY FOR COPYRIGHT REGISTRATION.

The author or his assigns can obtain copyright.

1. The *author* of any literary, musical, dramatic, or artistic work, who is a citizen of the United States,

or a subject of any country to whose citizens the United States has extended the benefits of copyright, is privileged to obtain copyright in the United States.

2. Any person to whom an author, *who has the privilege of copyright in the United States*, has transferred his copyright can apply for and obtain copyright entry as a "proprietor." 3. A translator, and the editor, compiler, dramatizer, or abridger of a work, may, under the copyright law, be considered as the author of the translation, the compilation, the dramatization, or the abridgment, and can apply for and obtain copyright registration.

Assigns of author privileged to copyright

Translator, editor, dramatizer, or compiler.

The mere possession of a book, either in manuscript or printed form, does not of itself give the possessor the privilege of copyright registration.

DEPOSIT OF COPIES.

The second step required to be taken to complete a copyright is the deposit of *two* copies of the article for which the title has been recorded. This should be made before the publication or distribution of any copies of the article, the law explicitly providing that "*No person shall be entitled to a copyright unless he shall also, not later than the day of the publication thereof, in this or any foreign country, deliver at the office of the Librarian of Congress, at Washington, District of Columbia, or deposit in the mail, within the United States, addressed to the Librarian of Congress, at Washington, District of Columbia, two copies of such copyright book, map, chart, dramatic or musical composition, engraving, chromo, cut, print, or photograph, or in case of a painting, drawing, statue, statuary, model, or design for a work of the fine arts, a photograph of the same.*"

Deposit of copies.

Must be before publication.

Unless this deposit is made, a penalty of \$25 is incurred.

Penalty for non-compliance, \$25.

Two copies are required, and they must be complete copies of the best edition. The original words of the Revised Statutes (section 4959) before the passage of the act of March 3, 1891, are: "Two complete printed copies thereof, of the best edition issued."

TWO copies required.

In the case of books, the copies must be printed from type set within the limits of the United States. Photographs must be prints from negatives made in the

Books, photographs, chromos, and lithographs must be made in the United States.

United States, and chromos and lithographs from drawings on stone or transfers therefrom made in the United States.

Book published
in periodical.

When a book is published serially in a periodical, *two* copies of each number of the *magazine* containing it should be deposited, and if afterwards published as a complete work, then two copies of the completed book should be deposited. 5

One copy of new
edition required.

In the case of a *new edition* the law requires the deposit of *one* copy. 10

Copies should be
marked.

When sending the copies, please see that they are plainly marked with the distinguishing title of the article and the name and address of the sender. It is impossible to keep track of articles not bearing titles or other distinguishing marks in an office receiving more than two thousand articles each week. In any letter referring to an article sent for deposit, please name or describe the article fully and exactly. 15

Regarding the deposit of plays, see page 17.

All articles, such as photographs, engravings, etc., sent for deposit, should bear a distinguishing title, number, or mark. In the case of a series of photographs of the same subject, each pose should have some distinguishing mark. 20

Deposits can be
mailed free.

These articles for copyright deposit can be sent *free* by mail (without limit of weight), if the printed Penalty Labels, furnished upon request by the Register of Copyrights, are used. 25

Send only TWO
copies.

~~2~~ Please send only the two copies required by law, and do not duplicate the transmission of copies, as doing so is of no value to the copyright protection and results in loss of time in the office. The deposit of copies should never *precede* the registration of the title. 30

Address.

The articles should be addressed: "The Register of Copyrights, Copyright Office, Library of Congress, Washington, D. C." 35

MANUSCRIPTS OR OTHER ORIGINAL ARTICLES.

Manuscripts
should not be sent.

Manuscripts can not be accepted as deposits to complete copyright, and should not be sent to the Copyright Office. No original drawings, paintings, or statuary, or models for pottery, porcelain, or glassware; nor any original articles or devices, such as 40

models for games, puzzles, etc., should be sent to the Copyright Office.

RECEIPT FOR COPIES DEPOSITED.

By special provision of Congress, all articles deposited in the Library of Congress, Copyright Office, to complete entries of copyright, are catalogued and the titles published in the weekly publication entitled "Catalogue of title entries of books and other articles entered in the office of the Register of Copyrights, Library of Congress, at Washington, D. C., under the copyright law, wherein the copyright has been completed by the deposit of two copies." In this publication are given: The title of the article deposited; the name of the claimant of copyright; the date and entry number of the record of claim of copyright; and the number and date of the deposit of the copies sent to complete the copyright.

Receipt for copies deposited.

This printed publication, therefore, is equivalent to a published receipt for copies deposited to complete copyright, and is the only form of receipt which the office is authorized by law to give; except that a certified receipt can be given upon payment of the legal fee of 50 cents.

Catalogue entry equivalent to receipt for deposit.

If for special reasons, however, receipts for the deposit of copies are required, they can be given, provided a blank receipt form is properly filled out by the sender of the article, ready for dating and signing; and provided it is sent with the two copies of the article required by law to be delivered.

Special receipt given.

These blank receipt forms will be supplied on request, and they should be so fully and carefully filled out that no question of identity can arise; otherwise no receipt can be furnished.

Blank receipt forms.

NOTICE OF COPYRIGHT.

The third step requisite to secure any valid copyright is the printing of the claim of copyright on each copy of the article protected. No copyright can be protected against infringement unless the notice prescribed by law is inserted in every copy produced.

Notice of copyright.

Notice, form of. The wording of the notice is determined by the copyright statute, and must be one or other of these two forms:

a. Entered according to Act of Congress, in the year _____, by _____, in the
(Here insert date.) (Here insert full name of claimant.)
 Office of the Librarian of Congress, at Washington; or,

b. Copyright, _____, by _____
(Here insert year.) (Here insert full name of claimant.)

Notice, where printed.

In the case of a book, the law prescribes that this notice shall be printed on the title-page, or the page immediately following; and in the case of other articles copyrighted the notice must be inscribed on some visible portion thereof, or of the substance on which

Date of notice.

the same shall be mounted. The date given in the copyright notice should agree with the year date of the entry of the title upon the records of the Copyright Office, and the name of the copyright claimant, as printed, should agree with the name recorded as

Variance in claim of copyright.

proprietor of the copyright. A variance between the claim as recorded and as printed upon the article would cast a doubt upon the validity of the copyright; hence care should be used to see that they agree.

PENALTY FOR FALSE NOTICE OF COPYRIGHT.

False notice of copyright. Penalty \$100.

The law imposes a penalty of \$100 upon any person who shall insert the notice of copyright, or words of the same purport, upon any book or other article which has not been copyrighted, whether such article be subject to copyright or otherwise; or who shall knowingly issue or sell any article bearing a notice of United States copyright which has not been copyrighted in the United States; or who shall import any book, photograph, chromo or lithograph, or other article bearing such notice of copyright or words of the same purport, which is not copyrighted in this country.

Importation of articles bearing false claims.

COPYRIGHT FEES.

Copyright fees.

The copyright fees prescribed by law are as follows:

Fee for citizen.

For recording each title of a book, or other article, the production of a citizen or resident of the United States, the charge is fifty (50) cents. If a certificate of copyright (i. e., a certificate of the entry of the

models for games, puzzles, etc., should be sent to the Copyright Office.

RECEIPT FOR COPIES DEPOSITED.

By special provision of Congress, all articles deposited in the Library of Congress, Copyright Office, to complete entries of copyright, are catalogued and the titles published in the weekly publication entitled "Catalogue of title entries of books and other articles entered in the office of the Register of Copyrights, Library of Congress, at Washington, D. C., under the copyright law, wherein the copyright has been completed by the deposit of two copies." In this publication are given: The title of the article deposited; the name of the claimant of copyright; the date and entry number of the record of claim of copyright; and the number and date of the deposit of the copies sent to complete the copyright.

Receipt for copies deposited.

This printed publication, therefore, is equivalent to a published receipt for copies deposited to complete copyright, and is the only form of receipt which the office is authorized by law to give; except that a certified receipt can be given upon payment of the legal fee of 50 cents.

Catalogue entry equivalent to receipt for deposit.

If for special reasons, however, receipts for the deposit of copies are required, they can be given, provided a blank receipt form is properly filled out by the sender of the article, ready for dating and signing; and provided it is sent with the two copies of the article required by law to be delivered.

Special receipt given.

These blank receipt forms will be supplied on request, and they should be so fully and carefully filled out that no question of identity can arise; otherwise no receipt can be furnished.

Blank receipt forms.

NOTICE OF COPYRIGHT.

The third step requisite to secure any valid copyright is the printing of the claim of copyright on each copy of the article protected. No copyright can be protected against infringement unless the notice prescribed by law is inserted in every copy produced.

Notice of copyright.

Notice, form of. The wording of the notice is determined by the copyright statute, and must be one or other of these two forms:

a. **Entered according to Act of Congress, in the year _____, by _____, in the**

(Here insert date.)

(Here insert full name of claimant.)

Office of the Librarian of Congress, at Washington; or,

b. **Copyright, _____, by _____**

(Here insert year.)

(Here insert full name of claimant.)

Notice, where printed.

In the case of a book, the law prescribes that this notice shall be printed on the title-page, or the page immediately following; and in the case of other articles copyrighted the notice must be inscribed on some visible portion thereof, or of the substance on which

Date of notice.

the same shall be mounted. The date given in the copyright notice should agree with the year date of the entry of the title upon the records of the Copyright Office, and the name of the copyright claimant, as printed, should agree with the name recorded as

Variance in claim of copyright.

proprietor of the copyright. A variance between the claim as recorded and as printed upon the article would cast a doubt upon the validity of the copyright; hence care should be used to see that they agree.

PENALTY FOR FALSE NOTICE OF COPYRIGHT.

False notice of copyright. Penalty \$100.

The law imposes a penalty of \$100 upon any person who shall insert the notice of copyright, or words of

the same purport, upon any book or other article which has not been copyrighted, *whether such article be subject to copyright or otherwise*; or who shall knowingly issue or sell any article bearing a notice of United States copyright which has not been copy-

Importation of articles bearing false claims.

righted in the United States; or who shall import any book, photograph, chromo or lithograph, or other article bearing such notice of copyright or words of the same purport, which is not copyrighted in this country.

COPYRIGHT FEES.

Copyright fees.

The copyright fees prescribed by law are as follows:

Fee for citizen.

For recording each title of a book, or other article, the production of a citizen or resident of the United States, the charge is fifty (50) cents. If a certificate of copyright (*i. e.*, a certificate of the entry of the

title) is desired, there is an additional charge of fifty (50) cents, or \$1 in all.

For recording each title of a book, or other work, the production of a person *not* a citizen or resident of the United States, the charge is \$1. This fee of \$1 is required to be paid for recording the title of every work whose original *author* or producer is "a person not a citizen or resident of the United States," whether the proprietor of the copyright is or is not a citizen or resident of the United States. A certificate of such record requires the payment of fifty (50) cents additional, or \$1.50 in all.

Fee for foreigner.

For every copy under seal of the record of entry of any title, the charge is fifty (50) cents.

Copy of record.

For a certified receipt for the deposit of the two copies required by law, the charge is fifty (50) cents.

Receipt for deposits.

For recording and certifying any instrument of writing for the assignment of a copyright, of ordinary length, the charge is \$1; and for each copy of an assignment, \$1.

Assignment.

It is optional with the copyright applicant to pay the fee for a certificate at the time of entry of title. A certificate of copyright is convenient *prima facie* evidence of copyright entry; but this document can be had in the form of a certified *copy of record* at any time subsequent to the registration of title.

Certificate of copyright.

In no case should any postage stamps or stamped envelopes be sent for reply, as all Copyright-Office mail is forwarded under a Government frank.

All remittances should be by *money order* or express order, payable to the REGISTER OF COPYRIGHTS. No money (currency or coin) should be placed in any letter or package of books, music, or other matter sent to the Copyright Office; and all remitters are respectfully urged to take care to send an identifiable remittance. Postage stamps should not be sent as fees.

Remittances.

TERMS OF COPYRIGHT AND RENEWAL.

The first term of copyright is for twenty-eight years from the time of recording the title in the Copyright Office. *The title is recorded on the day of its receipt in the Copyright Office*, in accordance with the provisions of the copyright statutes, and no date prior to the day of receipt can be given to the entry of title.

Term of copyright.

For list of legal holidays, upon which days no entries can be made, see page 10.

Renewal.

Within six months before the expiration of the first term of copyright, the copyright statutes provide (Revised Statutes, section 4954) that the author, if he be still living, or his widow or children, if he be dead, can have the copyright continued for a further term of fourteen years. This renewal requires the filing of the title a second time, and the deposit of the two copies, exactly the same as in the case of an original copyright. The fees are also the same, but in the case of a renewal a certificate is obligatory, and this certificate must be published, for the space of four weeks, in some one or more newspapers printed in the United States. This publication of the certificate of renewal must take place within two months from its date.

Publication of certificate.

ASSIGNMENT OF COPYRIGHTS.

Assignment of copyright.

Copyrights are assignable in law by any instrument of writing. This should state the names of the assignee and the assignor, the title of the book or other article assigned; should contain a statement of "valuable consideration," and should be dated. Every assignment must be recorded in the Copyright Office within sixty days after its execution, "in default of which it shall be void as against any subsequent purchaser or mortgagee for a valuable consideration, without notice." (Revised Statutes, sec. 4955.)

Must be recorded.

The original instrument of assignment must be sent to be placed of record, and it is returned to the sender by registered mail after it has been recorded. No blank form for assignment of copyright is issued from the Copyright Office.

Fee for recording assignment.

The fee for recording and certifying any instrument of writing for the assignment of a copyright, of ordinary length, is \$1. The same fee is prescribed by law for each copy of an assignment.

Fee for copy of assignment.

PUBLICATION AFTER ENTRY OF TITLE.

Publication after entry.

The time of publication of any work of which the title has been recorded is not limited by the statute, but the courts have intimated that the publication should take place within a "reasonable time." The

United States copyright law makes no special provision for an interim copyright, and the inchoate right secured by the filing of the title-page prior to publication has not been determined; but the entry of the title, either of a book, periodical, or other publication subject to copyright, does not secure a monopoly in the use of such title. The title is only protected as an integral part of the work which it designates; hence only the titles of specific publications are subject to copyright registration.

Registration of title gives no monopoly of use.

TRANSLATION AND DRAMATIZATION.

The act of March 3, 1891 (51st Congress, 2d session, chapter 565, section 1: Statutes at Large, vol. 26, p. 1107), provides that "authors or their assigns shall have *exclusive* right to dramatize and translate any of their works for which copyright shall have been obtained under the laws of the United States."

Translation and dramatization.

Translations authorized by the authors or proprietors of copyrighted works, and translations of non-copyrighted books, are subject to registration in the Copyright Office as original productions, and application for copyright registration should be made as for an original work.

Translations.

Dramatic compositions should be applied for upon printed or typewritten titles, as in the case of other literary compositions. It has been the practice of the Copyright Office to receive and credit, at the responsibility of the claimant, two *typewritten* copies of a drama, but the safer course to pursue is to file *printed* copies.

Dramatic compositions.

Deposit of copies of drama.

PERIODICALS.

The general title of a newspaper or periodical, apart from the contents, can not be registered for protection under the copyright law. *Each number*, therefore, of a periodical should be entered by its title, distinguished by a statement of the volume, number, and date of the issue. Application can be made for the entry, in advance, of a number of issues, by sending the printed title headings with the variations as to volume, number, and date written in, each issue requiring a separate fee and separate, complete title. If typewritten titles are sent, each title should be typewritten *in full*;

Periodicals.

Each number requires separate entry.

and no ditto marks used. The entry of title should precede publication, and two copies of each issue should be sent to the Library of Congress, Copyright Office, at the earliest moment after printing. Owing to the difficulty of insuring the receipt of the two copies of a newspaper in the Library of Congress on or before the day of publication, as required by law, it is a desirable precaution to obtain the postmaster's receipt, to serve, in case of need, as evidence of the mailing of the two copies "on or before the day of publication."

Postmaster's receipt for mailing of two copies should be taken.

Variance in claim should be avoided.

Date of claim on periodicals.

Care should be taken, in applying, that the name of the copyright claimant is stated in the same form as it is intended to print it in the notice of copyright required to be printed on each paper; and special care should be taken that the year date in the printed notice of copyright agrees with the year date of the entry of title, without regard to the date of publication of the paper.

INTERNATIONAL COPYRIGHT.

International copyright.

Copyright privileges extended to citizens of certain countries only.

By the act of March 3, 1891, which went into effect on July 1 of the same year, the United States Congress, by textual amendment of the then existing copyright law, removed the limitation of the privilege of copyright to citizens of the United States, and made it possible for foreign authors to obtain copyright in the United States upon the same terms as native authors, except that the fee for entry in the case of the production of a foreigner is double. Congress, however, distinctly provided that the copyright privileges secured by the act should "only apply to a citizen or subject of a foreign state or nation when such foreign state or nation permits to citizens of the United States of America the benefit of copyright on substantially the same basis as [to] its own citizens; or when such foreign state or nation is a party to an international agreement which provides for reciprocity in the granting of copyright, by the terms of which agreement the United States of America may at its pleasure become a party to such agreement."

Foreign authors may obtain copyright in U. S.

Under the operation of this provision, the privileges of copyright in the United States have been extended by Presidential proclamations to the authors of Belgium, Chile, Costa Rica, Denmark, France, Germany,

Great Britain and her possessions (Australia, Canada, India, etc.), Italy, Mexico, Netherlands (Holland) and possessions, Portugal, Spain, and Switzerland.

The authors, artists, composers, etc., of the countries named, therefore, and their assigns, as copyright proprietors, can obtain copyright protection for their works in the United States upon the same stipulations as those which apply to American authors, and the foregoing directions for obtaining copyright protection should be followed in the case of foreign works exactly as in the case of American works.

Application for foreign works should be made as in the case of American works.

SPAIN.

The war with Spain suspended the privilege of copyright in the United States for the productions of Spanish subjects. Concerning the renewal of the privilege, the Attorney General expressed the following opinion, under date of December 2, 1898: "When a treaty of peace shall have been finally concluded, their rights will be determined either by the provisions of the treaty or, if the treaty be silent, it will be competent for the United States, through its executive officers, to resume the exercise of such rights and privileges as previously existed and have not been definitively declared terminated. So that if the treaty be silent with reference to copyright, it would, in my opinion, be entirely proper for the Librarian of Congress to admit Spanish subjects, after the conclusion and ratification of the treaty, to the same copyright privileges that they enjoyed prior to the declaration of war." Under the above opinion of the Attorney General, registration of titles of works by citizens of Spain has been resumed since April 11, 1899.

Spain, copyright relations suspended during war.

Renewal of copyright privileges.

Copyright relations renewed.

HAWAII, PORTO RICO, CUBA, AND THE PHILIPPINES.

In regard to the privilege of copyright in the United States on behalf of the natives of Hawaii, Porto Rico, Cuba, and the Philippines, the opinion of the Attorney General, December 2, 1898, was as follows:

Hawaii, Porto Rico, Cuba, and the Philippines.

"It appears that the subjects of Hawaii had not prior to the passage of the resolution of annexation of July 7, 1898, become vested by proclamation with the privilege of copyright in the United States. I have heretofore held, in an opinion, that certain laws of the

Opinion of Attorney General.

United States relative to tonnage dues upon vessels from foreign ports still applied to the ports of Hawaii, and had not been abrogated by the terms or effect of the resolution of annexation. For the reasons given in that opinion, I think that the inhabitants of Hawaii are not at present, in the absence of affirmative legislation by Congress to that effect, entitled to the benefits of our copyright laws.

Cuba and Manila.

"Puerto Rico, Cuba, and Manila have not as yet been formally ceded to the United States. So far as they are subject to the control and government of this country they are ruled under the principle of belligerent right. They have not become entitled to the rights and privileges of citizens of the United States. In my opinion, when they shall have been directly ceded by treaty to the United States, and such treaty duly ratified by the Senate, their respective inhabitants will not be entitled to the benefits of the copyright laws unless the treaty, by its terms, confers such right, or Congress shall afterwards extend such laws to the inhabitants of those countries."

PORTO RICO AND HAWAII.

Porto Rico and Hawaii.

Since the above opinion of the Attorney General was written an "Act temporarily to provide revenues and a civil government for Porto Rico, and for other purposes," was approved April 12, 1900, to go into effect on May 1; and an "Act to provide a government for the Territory of Hawaii," was approved April 30, 1900, to take effect on June 14. Under the provisions of these acts, the titles of books and other articles by citizens of Porto Rico and Hawaii have been registered in the Copyright Office since May 1 and June 14, respectively, as a preliminary to copyright protection.

COPYRIGHT IN FOREIGN COUNTRIES.

Foreign copy-rights.

The benefits of copyright are available for the productions of American citizens in the countries named above (p. 18), but only as they are available to the citizens of such countries. That is to say, citizens of the United States can obtain copyright abroad in the countries named, and in such other countries as by their laws grant copyright privileges to aliens, by taking the steps required by the laws and regulations

in force in each country. Application should be made to the copyright bureau, or government officer charged with the administration of copyright business in each case. Owing to the diversity of the requirements, and the necessity of complying exactly with the law and the departmental regulations, the practical way is to secure the services of an agent or publisher abroad.

Application should be made to the foreign copyright bureaus.

As the United States is not a party to the International Copyright Union, copyright protection is not secured abroad by virtue of copyright registration in this country. *Entry of copyright at Washington gives protection to the copyright only within the United States.* Moreover, the copyright office of the Library of Congress has no official functions as regards the securing of copyrights abroad, and can take no action regarding such foreign copyright protection.

United States not a member of International Copyright Union.

ARTICLES NOT SUBJECT TO COPYRIGHT REGISTRATION.

The following articles, frequently applied for, are not subject to copyright registration under the copyright law and decisions of the courts:

Articles not subject to copyright registration.

Account books.	Calendars.
Advertisements.	Campaign medals.
Advertising devices.	Cards (identification).
Advertising novelties.	Cards (playing).
Albums.	Cards (postal).
Articles of manufacture.	Cards (score).
Articles subject to patents for designs.	Catchwords.
	Checks.
	China.
	Coats of arms.
	Coined words or names.
	Contracts.
	Corporations.
	Coupons, or coupon systems.
	Crests.
	Crockery.
	Cuts for advertisements.
	Cuts for articles of manufacture.
	Dances.
	Decorative articles.
	Designs for badges or buttons, etc.
	Devices.
	Dollar advertisements.
	Dolls.
	Drafts.
Badges.	
Ballots.	
Bank notes.	
Banners.	
Betting books.	
Blank agreements.	
Blank books.	
Blank cards.	
Blank forms.	
Blank price lists.	
Bonds.	
Book covers.	
Books for minutes of societies.	
Borders.	
Box covers.	
Business names.	
Buttons.	

Articles not Subject to Copyright Registration—Continued.

Articles not subject to copyright registration.

Earthenware.	Pads.	
Election tickets.	Paper hangings.	
Emblems.	Paper weights.	
"Endless chains."	Pass books.	5
Engravings of manufactured articles.	Patterns.	
Envelopes.	Pedigree blanks.	
	Phrases or words.	
	Postal cards.	
Fancy articles.	Pottery.	10
Fans.	Prints for articles of manufacture. (See below.)	
Flags.	Private mailing cards.	
Form of words.	Professional names.	
	Promissory notes.	15
Games.	Public documents.	
Government publications.	Puzzles.	
Ideas.	Record books.	
Identification cards.	Regalia.	20
Insignia.		
Labels. (See below.)	Scenery (stage).	
Letter heads.	Score books.	
	Scrap books.	
Mailing cards.	Scrolls.	
Manufactured articles.	Seals.	25
Mechanical devices.	Signs.	
Medals.	Specialty acts.	
Medicines.	Stage business.	
Memorandum books.	Stage curtains.	
Mere names, words, or phrases.	Stage scenes, or scenery.	30
	Stamps.	
	Stickers.	
	Systems.	
Names (business).	Tablets.	35
Names (coined).	Test (ophthalmic) cards.	
Names of articles.	Tickets of any kind.	
Names of companies.	Time books.	
Names of corporations.	Titles, as such.	
Names of libraries.	Titles of libraries.	40
Names of medicines.	Titles of newspapers.	
Names of products.	Titles of series.	
Names of substances.	Trade-marks.	
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Ophthalmic test cards.	Words (coined).	
Ornaments.	Words or phrases.	
Ornamental articles.	Wrappers for articles to be sold.	

Ideas, methods, etc., not subject to copyright.

Ideas, methods, schemes, and systems as such are not subject to registration for copyright protection. 50

LABELS AND PRINTS FOR ARTICLES OF MANUFACTURE.

Labels are not entered for copyright in the Library of Congress, but under the operation of the act of June 18, 1874, are required to be registered at the Patent Office. This act also defines the words "print," "cut," and "engraving," as used in the copyright law, as only applicable to pictorial illustrations or works connected with the fine arts. Only such prints or engravings, therefore, as are intended to be used as illustrations of a book, or which are of a distinctly artistic nature, such as are sold, used, or exchanged for their artistic value, are registrable in this office; and by the above act is relegated to the Patent Office "all registry in the general nature of, or akin to, copyright of things which are mere adjuncts or appurtenances of articles of trade." (See *ex parte* Heinz Co. Official Gazette, Patent Office, v. 62, p. 1064.)

Labels and prints.

The last edition of the "Rules of the Patent Office" contains the following information regarding the registration of prints for copyright in the Patent Office, under the operation of the act of June 18, 1874:

Patent Office rules.

"The word 'print,' as used in this act, so far as it relates to registration in the Patent Office, is defined as an artistic representation or intellectual production not borne by an article of manufacture or vendible commodity, but in some fashion pertaining thereto—such, for instance, as an advertisement thereof.

"By the words 'articles of manufacture' (to which such print is applicable by this act), is meant all vendible commodities produced by hand, machinery, or art.

"No print can be registered unless it properly belongs to an article of commerce and is as above defined.

"To entitle the proprietor of any such print to register the same in the Patent Office the application for the registration thereof must be made to the Commissioner of Patents, and said application should be signed by the proprietor or his agent. There must also be filed in the Patent Office five copies of the print, one of which, when the print is registered, shall be certified under the seal of the Commissioner of Patents and returned to the proprietor.

"The certificate of such registration will continue in force for twenty-eight years.

Renewal of copy-
right of print.

"The certificate may be continued for a further term of fourteen years upon filing a second application within six months before the expiration of the term of the original certificate, and complying with all other regulations with regard to original applications. Within two months from the date of said renewal, the applicant must cause a copy of the record thereof to be published for four weeks in one or more newspapers printed in the United States. The fee for registration of a print or label is \$6."

BLANK BOOKS AND BLANK FORMS.

Blank book.

The term "book," as used in the copyright law to designate an article subject to copyright protection, means a book in the literary sense, and not in the material sense alone. A single sheet, if a literary composition, may be termed a book in applying for copyright registration, but printed productions which are partly unfinished, or with arranged spaces to be filled in, such as blank forms, account books, ledgers, memorandum books, diaries, time and score books, etc., are not productions which can be designated "books," and registered as such for copyright protection. The book whose title can be recorded for copyright protection must be a completed literary production, all copies of which are alike, and not a work with blank spaces such that each copy when completed is different from another copy. It was held in the case of *Everson vs. The Librarian of Congress* (decided April 12, 1898; reported in 26 Washington Law Reporter, p. 546) that the latter official could not be required to record the title of a book of blank forms as a preliminary to copyright protection, and the decision in that case is held to be ruling upon the Copyright Office to exclude from registration all articles such as are described above.

Everson vs. Li-
brarian of Con-
gress.

COPYRIGHT OFFICE AN OFFICE OF RECORD.

Copyright Office
an office of record.

The Copyright Office is purely an office of record; it does not "issue" a copyright, but merely records a claim to copyright protection. The copyright statutes explicitly state how the claim is to be recorded; namely, in the following words:

"Library of Congress, to wit:
Be it remembered that on the day of

A. B., of _____ hath deposited in this office the title of a book, (map, chart, or otherwise, as the case may be, or description of the article), the title or description of which is in the following words, to wit: (here insert the title or description,) the right whereof he claims as author, (originator, or proprietor, as the case may be,) in conformity with the laws of the United States respecting copyrights." Whether a compliance with the statutory provisions as to registration of title, deposit of copies, and publication of notice of copyright secures a valid protection depends upon facts which the Copyright Office has no authority to weigh or consider. Every application received, properly made out, and for an article named in the copyright law as subject to copyright protection, if accompanied with the prescribed fee, is registered in its turn, and the office is not permitted to give any consideration to conflicting claims. Duplicate applications in behalf of the same person, if detected, are not registered, but the duplicate fee is returned. The office can not, however, undertake to identify all duplicate applications, as doing so would cost the Government more than the result would justify. The application forms issued by the office are printed in copying ink, so as to enable each applicant to keep press copies of all applications made. A record once made can not be altered or annulled, nor can the fee applied for any record be refunded or used for any other registration.

A copy of any Bulletin or Information Circular of the Copyright Office with a particular section or paragraph marked, sent to any person making an inquiry, is intended as a respectful answer by this office.

All applications
recorded.

Replies to in-
quiries.

CUSTOMS REGULATIONS AS TO IMPORTATION OF COPYRIGHT ARTICLES, 1900.

ENTRY OF IMPORTED MERCHANDISE: COPYRIGHTED BOOKS AND OTHER ARTICLES.

ART. 613. Copyrighted books and articles, the importation of which is prohibited by section 4956, Revised Statutes, as amended by section 3 of the act of March 3, 1891, shall not be admitted to entry. Such books and articles, if imported *with* the previous consent of the proprietor of the copyright, shall be seized by the collector of customs, who will take the proper steps for the forfeiture of the goods to the United States under section 3082, Revised Statutes.

Treasury Decisions 10269, Oct. 8, 1890; 11098, May 2, 1891; 11436, July 3, 1891; 11449, July 9, 1891; 11617, Aug. 11, 1891; 14898, Apr. 20, 1894; 15664, Feb. 28, 1895; 16046, May 14, 1895; 16739, Feb. 3, 1896; 17454, Oct. 13, 1896; 17885, Mar. 11, 1897; 20430, Dec. 16, 1898; 21003, Apr. 13, 1899; 21012, Apr. 17, 1899.

ART. 614. Copyrighted books and articles imported contrary to said prohibition and *without* the previous consent of the proprietor of the copyright, being primarily subject to forfeiture to the proprietor of the copyright, shall be detained by the collector, who shall forthwith notify such proprietor in order to ascertain whether or not he shall institute proceedings for the enforcement of his right to the forfeiture.

ART. 615. If the proprietor institute such proceedings and obtain a decree of forfeiture, the goods shall be delivered to him upon payment of the expenses incurred in the detention and storage, and the duties accrued thereon. If such proprietor shall fail to institute such proceedings within 60 days from date of notice, or shall declare in writing that he abandons his right to the forfeiture, then the collector shall proceed as in the case of articles imported with the previous consent of such proprietor.

ART. 616. Copyrighted articles, the importation of which is not prohibited, but which, by virtue of section 4965, Revised Statutes, as amended by section 8 of said act, are forfeited to the proprietor of the copyright when imported without his previous consent, and are moreover subject to the forfeiture of \$1 or \$10 per copy, as the case may be, one-half thereof to the said proprietor and the other half to the use of the United States, shall be taken possession of by the collector, who shall take the necessary steps for securing

to the United States half of the sum so forfeited, and shall keep the goods in his possession until a decree of forfeiture is obtained, and the half of the sum so forfeited, as well as the duties and charges accrued, are paid; whereupon he shall deliver the goods to the proprietor of the copyright. Duties collected on prohibited copyrighted articles can not be refunded.

Treasury Decision 19722, July 22, 1898.

In case of failure to obtain a decree of forfeiture, the goods shall be admitted to entry.

JOINT REGULATIONS OF THE TREASURY AND POST-OFFICE DEPARTMENTS.

ART. 617. For the purpose of carrying into effect the provision in section 4965, Revised Statutes, as amended by the copyright acts of March 3, 1891, and March 2, 1895, which prohibits the importation of musical compositions duly copyrighted thereunder, and under the authority conferred by section 4958, Revised Statutes, as amended, which provides that "the Secretary [of the Treasury] and Postmaster-General are hereby empowered and required to make and enforce such rules and regulations as shall prevent the importation into the United States, except upon the conditions above specified, of all articles prohibited by this act," the following regulations are promulgated for the government of the officers of the customs and of the postal service, viz:

Treasury Decision 19514, June 21, 1898.

ART. 618. Inasmuch as under paragraph 403, act of July 24, 1897, music in books or sheets, except in certain specified cases, is liable to customs duty, postmasters are instructed to carefully examine the mails from foreign countries and to forward all musical publications found therein to the nearest customs officer. Customs officers are instructed to keep a close watch for matter imported through the usual channels in violation of the copyright act.

Treasury Decision 20490, Jan. 4, 1899.

ART. 619. Upon the receipt of such matter from postmasters or in the usual channels, customs officers will proceed to collect, in the regular manner, the duty on all such matter as is properly admissible, and shall hold all music in books or sheets imported in violation of any copyright of the United States, and notify by mail the owner of the copyright and the owner, importer, or consignee of the prohibited articles, or the person to whom addressed.

ART. 620. If within three months from the mailing of the notice the owner of the copyright shall not institute proceedings for forfeiture of such articles under the provisions of section 4965, Revised

Statutes, as amended by the act of March 2, 1895 (28 Stat., 965), or the owner or importer of the prohibited articles, or the person to whom addressed, shall not appear and show cause to the contrary, the customs officer is directed to burn or otherwise destroy the prohibited articles.

Reprinted from "Customs Regulations of the United States Prescribed for the Instruction and Guidance of Officers of Customs. United States Treasury Department." 8 . Washington: Government Printing Office, 1900, pages 210, 211, 212.

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Fine arts:		
Works of the (paintings, drawings, statues, etc.), may be copyrighted	4	5
Author, designer, or proprietor of, may secure copyright.	10	40
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COPYRIGHT OFFICE BULLETINS.

BULLETIN, No. 1.

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A compilation of all the United States copyright laws in force. Fifth, revised edition to July, 1901.

BULLETIN, No. 3.

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A compilation of all United States copyright enactments, from 1783 to 1900, including the Copyright Laws of the Original States, 1783-1786; full texts of all public and private Acts of Congress relating to copyright, 1790-1900; the texts of all the Presidential Proclamations relating to the extension of copyright privileges in the United States to foreigners, 1891-1900, and an index.

BULLETIN, No. 4, PART I.

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Full text of the International Copyright Convention of September 9, 1886, with the text of the additional stipulations, signed at Paris, May 4, 1896.

BULLETIN, No. 4, PART II.

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A reprint of the official circulars of the Copyright Office, Stationers' Hall, London, relating to the registration of copyrights in Great Britain.

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- (2) Miscellaneous.
- (8) Newspaper and Magazine articles.

B PERIODICALS.

C MUSICAL COMPOSITIONS.

D DRAMATIC COMPOSITIONS.

E MAPS AND CHARTS.

F ENGRAVINGS, CUTS, AND PRINTS.

G CHROMOS AND LITHOGRAPHS.

H PHOTOGRAPHS.

I FINE ARTS (a list of the photographs deposited with applications for copyright of paintings, drawings, statuary, and models or designs intended to be perfected as works of the fine arts).

INDEX OF COPYRIGHT PROPRIETORS.

The index of proprietors is an index of all the entries contained in one week's issue of the catalogue, under an alphabet of the names of the copyright claimants.

The last number of each quarterly volume contains a general index for the whole volume, and contains references from (a) names of all copyright proprietors; (b) names of the authors of Books I and of Dramatic compositions; (c) the first word (not a, an, or the) of the titles of Periodicals, Dramatic compositions, and anonymous Books I; (d) the subject word of the titles of Maps.

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